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This edition will remain on the COD Web site until a new edition is posted. We will notify schools via a COD Web Message when a new edition has been posted.

COD Processing Update
Feburary 26th, 2016
NEWS/UPDATES

- **Impact on COD Processing February 28, 2016 (2/26/16):**

Federal Student Aid is planning several system maintenance activities on February 28, 2016. In addition, the Student Aid Internet Gateway (SAIG) will be unavailable from 3:00 A.M. until 11:00 A.M. (ET) due to its regular Sunday morning maintenance. These activities will result in outages of certain COD System functionality for a period of time.

An explanation of how these activities will impact COD System availability and processing follows below. Please review this information to determine if processing at your school will be affected.

Extended COD System Maintenance

From 12:00 A.M. (ET) until 2:30 P.M. (ET) on Sunday, February 28, 2016—
- Users will not be able to submit or retrieve data via the COD Web site.
- Users will not be able to access the COD Reports area of the COD Web site.
- An individual will not be able to complete any actions or view loan correspondence via the StudentLoans.gov Web site.
- An individual will not be able to complete any actions via the TEACH Grant Web site.
- Batches submitted by schools via the SAIG will be held or schools will receive an error message informing them that the SAIG is unavailable and that the data must be transmitted at a later time.

Contact Information

Federal Student Aid appreciates your patience and understanding as it completes this important activity. If you have any questions about the COD System or the StudentLoans.gov Web site, contact the COD School Relations Center. If you have any questions about the SAIG, contact the CPS/SAIG Technical Support and the TFA Support Center at 800/330-5947 or by e-mail at CPSSAIG@ed.gov.

- **COD Batch Processing Suspension And Web Site Outages March 9-14, 2016 (2/26/16)**

During the period of March 9-14, 2016, Federal Student Aid plans to implement Common Origination and Disbursement (COD) System functionality that supports the processing of Iraq and Afghanistan Service Grant, Federal Pell Grant (Pell Grant), Teacher Education Assistance for College and Higher Education (TEACH) Grant, and William D. Ford Federal Direct Loan (Direct Loan) awards for the 2016-2017 Award Year.

Federal Student Aid will post an Electronic Announcement on the Information for Financial Aid Professionals (IFAP) Web site that provides operational implementation guidance related to the new functionality.

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COD Batch Processing Suspension and Web Site Outage Information

With this implementation, we will move the COD System to a new operating platform that will improve overall performance. This undertaking will require an unusually long outage window that will impact all processing functions for an extended period of time. Accordingly, we will suspend COD batch processing beginning at 6:00 P.M. (ET) on Wednesday, March 9, 2016. Records submitted after this time will be held and processed after 8:00 A.M. (ET) on Monday, March 14, 2016.

Note: All actual disbursements with a disbursement date from March 9, 2016 through March 14, 2016 must be received by the COD System *no later than 9:00 A.M. (ET) on Wednesday, March 9, 2016*, and subsequently accepted by the COD System, in order to generate the appropriate funding level increase prior to the outage. Disbursements submitted by the deadline but not subsequently accepted, disbursements submitted after the deadline, and disbursements with a disbursement date after March 14, 2016 will be processed and funded after the outage.

Between 6:00 P.M. (ET) on Wednesday, March 9, 2016 and 8:00 A.M. (ET) on Monday, March 14, 2016—

- Users will not be able to submit or retrieve data via the COD Web site.
- Users will not be able to access the COD Reports area of the COD Web site
- An individual will not be able to complete any actions or view loan correspondence via the StudentLoans.gov or the TEACH Grant Web sites. This includes but is not limited to, signing master promissory notes, complete counseling, submitting Loan Consolidation applications or Income-Driven Repayment Plan requests.

In addition, during the outage period on Wednesday, March 9 through Friday, March 11, the COD School Relations Center and Student Loan Support Center will be closed and will not be available to support school or borrower inquiries.

Federal Student Aid apologizes for this inconvenience and appreciates your understanding and patience while it completes this important activity.

- **OMB Expiration Dates on Direct Loan Master Promissory Notes (2/19/16)**

  Direct Subsidized/Unsubsidized Master Promissory Note
  The current Direct Subsidized/Unsubsidized Master Promissory Note (MPN) has an Office of Management and Budget (OMB) expiration date of 2/29/2016. Federal Student Aid is currently in the process of clearing the new form, but does not yet have a targeted implementation date. Additional information about this implementation will be posted in a forthcoming announcement on the IFAP Web site. In the meantime, the current MPN form is valid and schools should continue to use it until further notice.

  Direct PLUS Loan Application and Master Promissory Note
  The current Direct PLUS Loan Application and MPN has an OMB expiration date of 2/29/2016. Federal Student Aid is currently in the process of clearing the new form, but does not yet have a targeted implementation date. Additional information about this implementation will be posted in a forthcoming

announcement on the [IFAP Web site](#). In the meantime, the current MPN form is valid and schools should continue to use it until further notice.

- **2016-2017 Pell Grant Payment & Disbursement Schedules Now Posted (01/29/16)**

  In [Dear Colleague Letter GEN-16-01](#), posted to the Information for Financial Aid Professionals (IFAP) Web site on January 29, 2016, Federal Student Aid provided the community with the Federal Pell Grant Payment and Disbursement Schedules for the 2016-2017 Award Year for full-time, three-quarter-time, half-time, and less-than-half-time students. All 2016-2017 Pell Grant awards must be based on the schedules attached to the letter. In a forthcoming electronic announcement, Federal Student Aid will provide information about the operational implementation of the schedules in its systems, including the COD System. Please monitor the IFAP Web site for this forthcoming operational guidance.

- **Process Change for Pell Grant ACA Payments Effective February 2016 (1/27/16)**

  The Federal Pell Grant (Pell Grant) regulations at 34 CFR 690.10 provide for an Administrative Cost Allowance (ACA) payment to defray the costs of administering the Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Work-Study, and Federal Perkins Loan programs. Federal Student Aid processes these payments two times a year, once in late February/early March and again in late August.

  The first Pell Grant ACA payment for the 2015-2016 Award Year is scheduled for February 29, 2016. Beginning with this payment, Federal Student Aid will implement a permanent processing change that will alter how schools receive Pell Grant ACA payments. ***This change does not impact how Pell Grant ACA payments are calculated; it only changes how Federal Student Aid delivers those payments to schools.***

  Previously, once the Pell Grant ACA payments were calculated, the funds were deposited directly in a school's bank account. Beginning in February 2016, a school's calculated Pell Grant ACA payment will be posted in G5 as an Available Balance in the school's ACA G5 Award Number, beginning with P063Q. Once posted, a school will sign in to G5 and process a drawdown transaction in G5 to receive the funds.

  For more information about this change, refer to the [January 27, 2016 Electronic Announcement](#) that is posted on the IFAP Web site.

CURRENT ISSUES

DIRECT LOANS

There are no Direct Loan-related issues at this time.

GRANTS

There are no Grant-related issues at this time.

Keep School Contact Information Current in the COD System (2/26/16)

We remind schools and third party servicers that contact information in the COD System must be kept current. Contact information is extremely important for us to be able to reach the right people at the school, particularly about program-specific issues. The e-mail addresses for the President, Financial Aid Administrator, Pell Grant Financial Aid Officer, and Direct Loan Financial Aid Officer are used to deliver time-sensitive materials and critical COD processing information to the school.

Having current contact information for the Pell Grant Financial Aid Officer and Direct Loan Financial Aid Officer is most critical for a school that is an additional location to a main campus. The information allows us to contact those officers directly at the additional location rather than needing to contact the main campus.

For more information on updating School Contact Information, please refer to [the December 20, 2012 Electronic Announcement posted on the Information for Financial Aid Professionals (IFAP) Web site.](#)